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	Auditorium : videotaping confirmed	
	Posters have been distributed	
STAT	Signline in requested	
	Video Monitors in HOS requested.	
•	Component Personnel Offices notified.	
STAT	access to compound verified	
	and VIP parking pass obtained	
	Lynn is seeing to getting handouts	
	to the bubble on Tuesday	
	Message listed on VM	
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	RII DI	

Belated Election Period

Deadline 30 June 1988

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16 May 1988

MEMORANDUM FOR: Karen

OP/LOGS

FROM:

Jill

OP/EBS

SUBJECT:

FERS Counseling Center

While you were away, the rumor of another FERS Open Season became reality. The new deadline for FERS elections is 30 June 1988.

EBS would like to establish another FERS Counseling Center in the Hqs Library, similiar to the last, beginning Tuesday, 24 May through 30 June. EBS has already contacted OIR and has obtained approval.

We need you to obtain and set up the following partitions and furniture in Hqs Library. I'm sure you will remember, the Library is quite particular on the quality and color of furnishings we use. Items needed:

Partitions for forming the outside walls of the Center one small table the size of a desk one large or two small tables to house PC, printer, and literature four chairs storage cabinet one sign stand with white letters reading FERS COUNSELING CENTER Karen has (a VCR will not be required this time)

Thank you in advance for the time and effort you will be expending on this request. If you need any additional information or my help, give me a call.

Jill

STAT

STAT

providing one portable PC and printer

We will load our own software

RD will provide computer * printer Marlene bringing on wed

Furniture will be in place Monday

Copies of FERS : THRIFT NOTES, Decision Guide, and other material

will be placed in the Center by Jill on Tuesday

Sign for Center (altached to outside panel) ordered from Pr PD

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